

Faculty Senate Minutes

Wednesday, February 7, 2018

3:15 Cabe Room

Members Present: Malcolm Rigsby, Catherine Leach, Rebecca Langley, Fred Worth, Emilie Beltzer, Shelley Austin, Christy McDowell, Eunice Akoto (for Kristin Benjamin), Michael Loos (for Rochelle Moss), Connie Phelps, Beth Maxfield, Holly Morado, Carolyn Eoff, Natalie Scrimshire, Peggy Woodall, Paul Glover, David Stoddard, Richard Miller, Michael Watters, Tommy Finley, Janice O'Donnell, Vincent Dunlap, Matt Gross, Dever Norman (for James Duke), Shannon Clardy, Lewis Kanyiba

Members Absent: Andrew Kreckman, Troy Bray, Pat Weaver

Others Present: Dr. Steve Adkison, Provost; Angela Bobus, Staff Senate Representative to Faculty Senate; Oracle representative

1. Call to Order: President Malcolm Rigsby at 3:16: the President welcomed everyone and thanked them for their attendance.

2. December 2017 minutes were approved with one change which was to be made by previous secretary, Emilie Beltzer, regarding Service Intensive (SI) transcript inclusion. Please refer to previous minutes for more details. January 2018 minutes were approved with no changes.

3. President's Report:

President Rigsby has met with President Jones, Provost Adkison and VP of Finance Powell in the last week. See Appendix A for these reports.

The discussion of long lags in IRB reviews of research project applications and the need for a dedicated IRB Coordinator position for HSU ensued. Faculty Senator, Dr. Lewis Kanyiba (Webmaster), stated he has fifteen students in desperate need of IRB approval for research projects that they need to complete in order to graduate. Other faculty stated similar frustrations with the current IRB review process. Dr. Adkison stated that Dr. Ken Taylor is temporarily overseeing the IRB, as he was unable to recruit a faculty member to take on the role of IRB Coordinator. He shared that faculty members he spoke with about the job each expressed an unwillingness to assume the role considering how much time and responsibility is required. Those and other faculty members have expressed that the role of IRB Coordinator should be a dedicated full-time position. Dr. Adkison stated that consideration for a dedicated IRB Coordinator position is being discussed, especially with our newly approved doctoral programs. Faculty Senator, Dr. Emilie Beltzer (Representative to the Board of Trustees), asked Dr. Kanyiba whether his students' research projects will require direct participation of human subjects. Dr. Kanyiba replied, "yes", that his students' research projects will involve direct participation of human subjects [including "special populations" (minors and minor wards of the state) which Dr. Beltzer stated requires a

designated and trained IRB coordinator. In response, Dr. Adkison stated that he would assist in the processing of Dr. Kanyiba's students' IRB research project applications as "expedited".

4. Shared Governance Committee

Past President Hickerson had a three member Ad Hoc subcommittee called the Shared Governance Review Committee to review and report findings to Faculty Senate. Senate members were asked to take part in this subcommittee and past members Dr. Dever Norman and Ms. Holly Morado agreed to continue and Dr. Beth Maxfield agreed to fill the third position.

5. Reports of committees

A: Executive Committee: See Appendix B

B: Academics Committee: Met electronically and have selected Vincent Dunlap and Holly Morado and Co-chairs

C. Buildings and Grounds Committee: Met electronically and selected Dr. Shannon Clardy as chair

D: Finance Committee: See Appendix C

E: Operations and Handbook Committee: Met Electronically and selected Paul Glover as chair. Discussion commenced on long lag for handbook changes to be put online or have any availability for us as faculty, especially considering we sign contracts each year stating we will abide by the faculty handbook without having a current copy available to us. Committee will be investigating further and report back next meeting.

Old Business: None

New Business: Dr. Fred Worth introduced the following resolution regarding the HSU Credit Union:

Whereas, The Henderson Credit Union has a long history of service to the Henderson community and also serves the Human Development Center, the Henderson State University Alumni Association, and Dawson Cooperative employees who are members of the credit union; and

Whereas, the credit union provides Henderson employees such benefits as Christmas clubs, auto financing, summer clubs, savings accounts, and personal loans;

Be it therefore resolved by the Henderson State University Faculty Senate that we are fortunate to have this institution on our campus and thank the Henderson administration for its continued support of the Henderson Credit Union.

Resolution was approved by agreement of the Faculty Senate.

No further new business was brought forth.

Meeting was adjourned by president Rigsby at 4:49 pm.

Respectfully Submitted,

Rebecca Langley,

Faculty Senate Secretary

Appendix A

President's Report to the Faculty Senate, February 7, 2018

Meeting with Dr. Glen Jones, University President, Feb 2, 2018

President Jones wants me to convey his appreciation of the Faculty Senate for reviewing the Faculty Handbook. There is need for continual review of the handbook to identify any gaps in policy.

Health Care and Costs: He indicated a special interest in working across campus to assist employees and the university at large to manage healthcare costs and simultaneously promote overall health through encouraging healthy lifestyles. A wellness plan should lead to improved overall health and in turn better health should assist in lowering health care costs.

Conversation Café: The conversation café will continue. It was enlightening, helpful and enjoyable to meet last year and discuss national issues of importance to the campus and community. The working group would welcome input to “retool” the timing, place of meeting and/or format to encourage greater attendance and involvement from across campus.

Communicating with Students: I noted that I had received a couple of requests to clarify the discussion of a student communication App that he had discussed last fall with Dr. Hickerson. He clarified that we are not seeking to prohibit all student signage per se. Students will continue to have the procedure that is in place to post notices and other signs on campus. However, technology is changing, or rather has changed how students communicate. It is important that we communicate with students in “real time”; not limit their mutual communications with each other. They use and like digital apps for communication and we are simply attempting to serve their needs. Related to this discussion there is critical need for the campus faculty and administration to communicate quickly, efficiently and effectively with students. Students no longer use email as a primary means of communication, text and message apps tend to be their preferred method of communicating. He has often heard faculty state that students don't read email. Hence, the university is attempting to respond. The university has adopted a text messaging app (Mongoose) that allows us to communicate important messages via text messaging directly to the student body. Currently, we are still working to identify a solution that allows members of a higher education community to communicate with each other. The former CampusQuad app that was introduced a few years ago was very limited in its ability to connect students with campus activities and each other.

Portfolium (<https://portfolium.com/>) and Handshake (<https://www.joinhandshake.com/>) are two ePortfolio solutions being considered to assist students in documenting their academic and co-curricular experience. One positive we are seeking is to better serve students from first point of contact to graduation[MR1]. Such apps have been helpful in connecting students with prospective employers and have proven to be immensely popular on college campuses.

Emotional Support Animal Policy: The purpose of the policy was to encourage responsibility for and care of animals on campus, not limit the presence of emotional support animals.

Meeting with Dr. Steve Adkison, Vice President for Academic Affairs/Provost, Feb. 1, 2018

Dr. Adkison wants to let us know that his office is gathering information on the Faculty Handbook revisions over the past decade and is most happy to receive the information that Mike Taylor put together for the Senate late last term. He is also deeply grateful that the Faculty Senate and faculty volunteers are working to evaluate the handbook and create a detailed list of changes to be made and modifications needed, as we discussed with him over the past Senate term and as spearheaded by Catherine Leach.

Instructional Prioritization is on track. The framework and process in place this spring; the workgroup will begin meeting in earnest to push this work shortly.

Summer School Enrollments as discussed over prior Senate terms and managed accordingly remain of central concern to our student success efforts. The practice that we instituted with Ingo Schranz guidance (and the Academic Committee) for the summer of 2015 and the summer of 2017 will remain in place for summer of 2018. He welcomes the Faculty Senate's continuing engagement with our academic deans on developing our policy on summer school enrollment. He would be happy to be on an upcoming Agenda and discuss this if it is helpful to us. He reiterated the following considerations for a policy draft: student success (particularly progress toward degree and completions) must drive the policy parameters, costs are secondary but long-term sustainable costs are relevant. Other primary considerations center on pedagogical effectiveness for the academic area and subject matter of different classes. The accompanying chart provides a look at our latest weekly applicant and admissions report. (Blue (left column) is applications and red (right column) is admitted students.)

Enrollment Projections are cautiously optimistic for fall, though it is still too early for any concrete projections since pre-registration is not open yet for next fall. Our census figures are being reviewed and detailed information should be communicated through our Office of Marketing and Communication shortly. Currently, we don't expect summer enrollments to change from last summer, though this just underscores our need to move summer terms toward a more regular basis for our students. He also noted that the long term statewide trends continue showing that the numbers of new high school graduates will continue to fall, which increases the importance of transfer students and re-engaging adult learners to our long-term enrollment strategies. The work that Brandie Benton and her staff have accomplished to this point has been impressive indeed, and we are now both higher quality applicants and more promising admissions, in terms of right-fit students. This should translate to better student outcomes in terms of graduation.

IRB is presently being overseen by Dr. Ken Taylor, but this is in transition. Dr. Adkison spoke with a couple of faculty last fall about taking the role, but neither had the time that the position requires. The attention and resources directed to IRB will increase as the PhD and EEd grow and new Masters Programs and Senior Capstone projects continue to grow. This position might be a candidate for using the reallocation process to buttress the resources available to ensure that this crucial compliance need functions effectively.

HLC: Several concerns have been voiced regarding the process of and Faculty involvement in HLC-related decisions. Regarding the required faculty time in developing learning outcomes and measures for syllabi and faculty involvement in making the decision to require these syllabi statements, Dr. Adkison explained we as a university have no alternative to compliance (HLC accreditation standards). HLC has a specific accreditation standards that we must comply

with. Relative to the articulation and communication of course learning expectations (outcomes), the standard expects that students have a clear and upfront expectation of learning for each of their courses. These standards reflect data-driven best practices across the academy that if students know the expected outcomes for learning, then learning is more effective. However, as a practical matter, university compliance translates to institutional federal financial aid eligibility. If we do not meet the standards, we are not eligible for federal aid and students attending here don't have access to federal financial aid. Loss of our federal aid eligibility would be disastrous.

Meeting with Dr. Brett Powell, Vice President for Finance and Administration, Feb 1, 2018

Dr. Powell offers some clarification regarding 1. Where we are in the Institutional Prioritization Plan (IPP) and 2. Distinction in the instructional vs non-instructional sides of the budget process for as we move forward with the 2018/19 year and anticipate the 2019/20 year.

Currently the IPP is on course though slightly behind schedule and will be completed by late spring 2018. The non-instructional prioritization process was completed on schedule.

Both plans allow for units (areas) in both Instructional (academics) and Non-Instructional (administration) to be evaluated for effective operation in terms of measuring outcomes that support student success and strategic priorities. Where and if unit outcomes are measured deficient resources may be realigned. Realigned means doing what is needed to shift production within the unit so that it can be maximized. By way of examples:

- a. Instructional side: outcomes include, but are not limited to graduation rate, meeting demands for admission. Example: currently we have 24 slots for new students admitted to Nursing, but we had 80 students at the past Reddie day that indicate desire to enter the nursing program. Hence, if all 80 qualified and wished to enter we would miss out on many students.
- b. Non-instructional side: outcomes include, but are not limited to effective office outcomes in each nonacademic unit and identifying accomplishments vs non-accomplishments in outcomes to measure student success. Registration processing software to assure students early registration and transcript evaluation on transfers promote student success. Example: in the past Transfer transcripts were slow to be evaluated due to being assigned to someone outside the Registrar's office. Result was students sometimes taking classes here that they already had taken elsewhere. Solution: establishing a "dedicated position" and person hired to process transfer transcripts. No new money was required. Funds from a vacancy elsewhere were utilized for the new position.
- c. HLC may be used as an example to clarify instructional vs non-instructional terminology. The Prioritization Process is one plan for the entire university, however measures of success and weakness for the instructional side and non-instructional sides differ slightly because of what each side is charged with accomplishing. Both pieces seek to gauge success of effective outcomes for student success. The university is working first on the non-instructional side first. For Example: The measure for the Instructional side is "Effective Assessment" = learning outcomes accomplished successfully. The measure for the non-instructional side is Effective Facilities

Assessment” = how well the unit achieves the goals it has set in support of the academic program, office plans, budgets and their facilities outcomes.

Dr. Powell also at my asking commented on the universities support of faculty in summer school classes making. While summer school terms are unique and costs and benefits are not weighed like fall and spring terms, they are considering plans that may assist in savings in terms of costs while fully supporting student needs and faculty needs. Once consideration that has been discussed is some sort of prorated salary for faculty rather than a full 6%. Only by way of example: 80% class capacity might be 5.5% pay.

Last Dr. Powell volunteered us guidance on the current healthcare package regarding prescription drugs. HR is in almost daily contact with the Pharmacy Benefit Manager (Southern Scripts) to get drugs added or generics on their list of approved prescriptions. The move to Southern Scripts was explained like this. PBM’s process prescriptions usually selecting drugs and pharmacies that cost the least. The result the cost savings is calculated in a formula against drug costs and the PBM normally pockets the benefit. The company we work with Southern Scripts, rather than keeping all the benefit from the drug pricing passes a portion of the benefit back to the HSU plan (not the insured, but it helps reduce the cost of the university plan and helps keep premiums lower). If you have any pharmacy tell you they cannot process your prescription call Penny in HR and she will contact Southern Scripts for approval.

Appendix B

Executive Committee Report – 2/7/18

1. Some comments were received about signage for student clubs, organizations, and activities on campus. These used to be on bulletin boards in the quad and elsewhere but seem to have disappeared. The committee felt like this was no longer a needed method of dispensing information.
2. A colleague has asked that the senate address the levels of pay for adjuncts and overloads. (finance committee?)
3. A colleague suggested hard copies of undergraduate and graduate catalogs be given to all faculty. When advising a student, it could be helpful to have the catalog that was in effect when that student enrolled. A couple of older catalogs are available through the registrar's web site. Should that go back farther? (academics committee?)
4. Is there a way to determine whether students are actually going to graduate before putting them on the commencement program and allowing them to walk? The committee's consensus was that this is something we do not want to address.
5. Several questions about parking. (buildings and grounds?)
 - a. Is "faculty only" parking actually "faculty and staff"? The committee's consensus was that there is no need to separate faculty and staff in parking. [Note - Campus police are not aware of any "faculty only" parking though some signs reportedly indicate such.]
 - b. Are faculty/staff only lots, truly, being policed? [Campus police report that things are being policed.]
 - c. Do we need more designated Faculty/Staff parking?
 - d. Does "faculty/staff only" apply to handicapped spots in the lot? If not, should it?
6. What is going on with the IRB Director search? Should it be full-time? Part-time? (academics?)

7. Several issues regarding alternates/senators. (executive committee?)
 - a. A couple of people were on the roster in multiple spots. Those have been addressed.
 - b. What if a senator has a prolonged absence?
 - c. Are alternates also committee members, or only serve as alternates at senate meetings?
8. Ad Hoc Shared Governance Review Committee - Dr Rigsby
9. Some universities allow faculty to opt to be 12-month employees rather than 9-month employees (this is not just "getting paid over 12 months." Can we investigate what other schools do and see if that is something that could be implemented here? (finance?))
10. Several other issues were discussed but ended up being addressed during Dr Rigsby's visits with administrators.

Appendix C

Finance Committee Report – 2/6/18

Faculty Senate Finance Committee Report

Members: Carolyn Eoff, Matt Gross, Connie Phelps, Mike Watters

The Senate Finance Committee met in Evans 102 at 12:30 on February 6, 2018; all members were present. It was noted that a practice was established some years ago that the Finance committee would choose a chair-elect from someone new to the Senate; this person would serve as chair the next year. Carolyn Eoff was chair-elect last year and will serve as chair for 2018. Matt Gross was selected as the new chair-elect.

The committee discussed goals for the coming year and agreed that an important issue is the continuation of the salary study and implementation of the results. The group agreed on the importance of appropriate comparison data from an adequate number of similar universities.

*Although the committee chair is the only formal member of the University Budget Committee, there was agreement that it was good for as many members of the committee to attend its meetings as possible, and that the Senate should be kept informed about the proceedings of these meeting.

*Added later: We are not sure whether the chair-elect is also a formal member of the University Budget Committee , but are going to determine this.